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ABSTRACT

The Archives Library Information Center (ALIC) within the National Archives and Records Administration (NARA) collects printed material on archives, manuscripts, and records management. ALIC compiles a database of these materials, sources of archival services and supplies, and information on significant archival projects. "ALIC Notes" is a brief newsletter designed to share this information with the records community. Each issue generally consists of a 1-2 page newsletter accompanied by an "ALIC Acquisitions List" for the prior year, occasionally a bibliography on a specialized topic, and occasionally a list of journals and periodicals subscribed to by ALIC. This compilation includes 10 issues of "ALIC Notes" extending from November 1989 through September 1992. The appended "ALIC Acquisitions Lists" cover the period October 1988-June 1992. Among the specialized bibliographies are items on: "Bar Codes," "Moving," "Disaster Planning," "Management of Electronic Records," "Understanding Users and Use," "Administration of Preservation Programs in Archives," and "Marketing, Fees, and Volunteers." (WTB)

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
ARCHIVES LIBRARY INFORMATION CENTER (ALIC)

ALIC NOTES

n8-17, November 1989-September 1992

A newsletter covering printed material (serials and monographs) on archives, manuscripts, and records management, as well as sources of archival services and supplies, information on significant archival projects, and specialized bibliographies on archive-related topics.

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October 13, 1992

Ted Brandhorst
ERIC Facility
1301 Piccard Drive
Suite 300
Rockville, MD 20850

Dear Mr. Brandhorst:

I have pulled together the ALIC publications beginning with Issue 8, November 1989. Before that issue, the ALIC mailouts had a totally different character and were not accompanied by a newsletter.

Only one item is missing from the package. Issue 9, April 1990 was sent out with an early version of the **CIDS Bibliographies**. In October 1991, Jennifer Songster-Burnett prepared a new edition of the CIDS bibliography. Because this new version updated and superseded the original bibliography, and because we had received notification of the inclusion of the 1990 CIDS paper in the ERIC database (see enclosed copy of the record for ERIC ED328248), we discarded all the copies of the older 1990 version.

Thank you for your role in making sure that all the ALIC publications will be consistently recorded in the ERIC database. We look forward to confirmation of their inclusion in the database, and information about their order numbers, so that we can stop storing and disseminating other back issues.

Sincerely,

Lida H. Churchville

Lida Holland Churchville
ALIC Librarian

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ALIC NOTES, Issue 8
November 22, 1989

In this package, ALIC (Archives Library Information Center) is sending you the most recent "List of acquisitions of archives and records management literature in the National Archives Library". This publication, Issue 8, is the fourth list of acquisitions for the fiscal year 1989 and covers the months of July, August and September 1989.

In addition, we are enclosing a cumulative list covering the period from October 1988 to September 1989. This publication, which supercedes the individual quarterly lists, is accompanied by subject, author, and record group indexes. Also in the package is the annual listing of periodicals kept in the National Archives Library.

Providing quarterly lists of additions to the library's ALIC collection with annual cumulations and indexes, is just one of the services provided to members of the records community by the Library of the National Archives and Records Administration. As a central source of information on archival, manuscript, and records management subjects, ALIC provides searches of its own databases of bibliographic citations, sources of archival services and suppliers, and information on significant archival projects. The library loans most of its cataloged materials; in the case of materials not covered by this loan policy, reproductions of noncopyrighted items in the library are available for a fee.

The success of ALIC depends upon the cooperation of the records community. Not only is ALIC compiling a database of information on archives, records management and manuscripts, but the National Archives Library is collecting printed materials on these same subjects. The completeness of ALIC's coverage depends on our knowledge of archival and records management literature. As a member of the archival community, you can help us by sending ALIC publications from your institution and by alerting us to other material appropriate to our interests.

Please make your requests and send your materials to:

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List of Acquisitions
of
Archives and Records Management Literature
in the
National Archives Library

July, August, September 1989

Issue 8

1989-4

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ALIC ACQUISITIONS

OCTOBER 1988 - SEPTEMBER 1989

CUMULATION OF ISSUES 5-8

NOVEMBER 15, 1989

ALIC ACQUISTIONS: OCTOBER 1988 - SEPTEMBER 1989

1. Aitchison, Jean. Tesauro de la Unesco: Lista estructurada de descriptores para la indización y la recuperación bibliográficas en las esferas de la educación, la ciencia, las ciencias sociales, la cultura y la comunicación; Volumen 1, Introducción, Tesauro clasificado, Indice permutado. Paris: Unesco; 1984. li, 419 p.; ISBN: 923301469X.
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Society of American Archivists proceedings

Society of Architectural Historians journal

Society of Archivists journal (Great Britain)

South Carolina historical magazine

South Dakota historical collections

South Dakota history

Southwestern historical quarterly

Sovetskie arkhivy (USSR)

Special libraries

Special Libraries Association:
Geography and Map Division bulletin

Specialist

Stirpes: Texas State Genealogical Society quarterly

Technical services quarterly

Technology and culture

Tennessee historical quarterly

Texas libraries

U.S. Naval Institute proceedings

University of Rochester Library bulletin

Utah historical quarterly

Vermont history

Vierteljahrshefte fur Zeitgeschichte (West Germany)

Virginia magazine of history and biography

Weekly compilation of presidential documents

West African archivist

West Virginia history

Western historical quarterly

Whistle stop: Harry S. Truman Institute newsletter

William and Mary quarterly

Wilson quarterly

Wisconsin magazine of history

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ALIC NOTES April, 1990, Issue 9

New telephone number: Because the National Archives telephone system has recently joined an interagency telecommunications network, all the Library telephone numbers have been changed. ALIC's new telephone number is (202) 501-5423. Please make note of it.

The mission of ALIC, established in 1988 within the National Archives Library, is to serve as a central source of information on archives and records-related subjects. In pursuit of that goal, ALIC is compiling a database of bibliographic citations related to professional interests. At this time, the database resources consist of over eight thousand citations; nearly five thousand of these bibliographic references refer to either National Archives publications, or published material about the National Archives. The other three thousand plus items represent publications accessioned by the National Archives Library during the past two years; archival literature examined in the process of preparing the annual professional bibliography for the **American Archivist**; and, citations downloaded from commercial databases in response to patron requests.

Because of the increased database resources, ALIC is expanding its services by distributing specialized bibliographies reflecting the interests of the profession, in addition to alerting the records community to the professional material accessioned by the National Archives Library. With this change, ALIC will distribute two mailings of one or more subject bibliographies a year, as well as two semi-annual accessions

In this package, ALIC is sending out the most recent "List of acquisitions of archives and records management literature in the National Archives Library". This publication, Issue 9, is the first list of acquisitions for the fiscal year 1990 and covers the period from October 1, 1989 to April 1, 1990. The citations are listed in the order the publications were accessioned into the ALIC database with an author index appended to the end of the list. The October edition of the acquisitions inventory will include an annual cumulative author index and a subject index.

Also included in this mailing, are two specialized reading lists. The first is a listing of bibliographies prepared by the **Canadian Centre for Information and Documentation on Archives (CCIDA).** CCIDA, the Canadian counterpart of ALIC, designs and compiles specialized bibliographies for publication in the Association des archivistes du Québec's **Archives** magazine, and also for distribution in near-print form. ALIC's list identifies the nearly fifty CCIDA bibliographies we have accessioned at this time.

The second specialized reading list has been prepared in response to requests for CIDS papers from members of the archival profession. Research papers prepared by members of the two-year Archivist Career Training Program, the CIDS papers are essays researched and written by National Archives archival trainees to meet the requirements of the training program. The CIDS bibliography, included in this mailing, is the first compilation produced by the Library of the unpublished trainee essays in its possession.

ALIC's future plans are to alternate the distribution of subject bibliographies with the distribution of professional acquisitions lists. Specialized bibliographies will be distributed in January and July; lists of library acquisitions will be sent out in April and October. The October accessions list will be accompanied by annual indexes, and an annual listing of the periodicals kept in the National Archives Library.

The completeness of ALIC's coverage depends on our knowledge of archives and records management literature. As a members of the archival community, please help us by sending ALIC publications from your institution and by alerting us to other items appropriate to our interest.

Please make your requests and send your publications to:

ALIC
Room 201
National Archives and Records Administration
Washington, DC 20408

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ALIC ACQUISITIONS LIST COVERING THE PERIOD
OCTOBER 1, 1989 TO MARCH 31, 1990

VOLUME 1990(1), ISSUE 9
MAY 1990

Compiled by Lida Holland Churchville
Archives Library Information Center
National Archives and Records Administration

ALIC ACQUISITIONS - OCTOBER 1, 1989 TO MARCH 31, 1990

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2. Norberg, Erik. **Guide to military archives.** Stockholm: Meddelanden Från Krigsarkivet XIII, 1989. v, 200 pp.
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3. **Les documents diplomatiques: source importante des études balkaniques (Diplomatic documents: important source for Balkan studies).** Actes de la Conférence scientique internationale, Tutzing-Munich, 4-6 mai 1986, vol.9. Rome: Archivi di Stato, 1988. 216 pp.
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4. Walters, Fred. **Headquarters records, Fort Sumner, New Mexico, 1862-1869.** Descriptive pamphlet M1512. Washington: National Archives, 1988. 8 pp.
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5. Schlessinger, Kenneth D. and William D. Grover. **National Security Council policy papers, 1947-1961.** Descriptive pamphlet M1534. Washington: National Archives, 1988. 28 pp.
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12. **Book preservation technologies.** OTA-0-375. Washington: Office of Technology Assessment, 1988. vii, 184 pp.
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13. **Archival sources for the study of Canadian Jewry.** Ottawa: National Archives of Canada, 1987. vii, 104 pp.
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14. **Restaurator: International Journal for the Preservation of Library and Archival Material** 1-(1969-).
ALIC89:0014 Periodical

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17. **Society of American Archivists annual meeting: abstracts of papers.** Chicago: Society of American Archivists, 1985-. (ALIC collection includes abstracts of the 49th annual meeting, Austin TX, 1985, and the 50th annual meeting, Chicago, 1986)
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18. **Acquisitions.** Washington: Library of Congress, Manuscript Division, 1981-.
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ALIC89:0019

20. **Dictionary catalog of official publications of the State of New York.** Albany: State University of New York, State Library, 1988 -. (ALIC collection has 1988 and 1989 editions)
ALIC89:0020 Series

21. **Appraisal of Department of Justice litigation case files : final report.** Washington: National Archives and Records Administration, Office of Records Administration., [1989]. 49 pp.
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22. **Alaska local government general records retention schedules.** Juneau: Alaska State Archives, 1987. 31 pp.
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38. **FOREMOST (Formal Records Management for Office Systems Technology).** Ottawa: National Archives of Canada prepared with the FOREMOST design team, 1989.
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39. **Data and document interchange standards and the National Archives.** Project No. 1-6465. Ottawa: National Archives of Canada, prepared with Protocols Standards and Communications Inc., 1987.
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50. **Annual report.** New Delhi: National Archives of India, Director of Archives, 1985.
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59. **NARA and federal records: laws and authorities and their implementation.** Washington: National Archives, 1988. (First report of the Task Force on NARA Responsibilities for Federal Records and Related Documentation)
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63. **How to use the National Inventory of Documentary Sources in the United States in your research.** Alexandria, VA: Chadwyck-Healey, [1988]. 23 pp.
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ALIC NOTES July 1990 Issue 10

This mailing features a bibliography on disaster planning representing the citations in the ALIC database on that subject, as well as a bibliography prepared by Paul Conway on the administration of preservation programs in archives. Conway's bibliography came to our attention when he agreed to share his citations with ALIC. Because of the high interest in preservation issues, we asked Paul to let us circulate his publication along with the ALIC mailing on disaster planning.

In line with ALIC's plans to alternate the distribution of subject bibliographies with lists of NARA Library's professional literature acquisitions, ALIC will send out the next "List of acquisitions of archives and records management literature in the National Archives Library" in the October mailing. The October publication, Issue 11, covering ALIC acquisitions from April 1 to September 30, 1990, will be accompanied by the annual listing of periodicals kept in the National Archives Library. This mailing will also include a form which must be completed and returned by respondents who wish to remain on the ALIC mailing list. The cost of mailing out ALIC publications is high and we want to know that the material is of value to the recipients.

NARA meeting reports

Recent NARA policy (NARA90-142) requires that agency employees who are appointed official representatives to international and standards-setting organizations must prepare formal written reports of each meeting they attend in their official capacity and send a copy of the report to the Archives Library Information Center (ALIC). Each report shall chronicle the proceedings of the meeting and shall summarize the designated official's statements made during the meeting. The NARA policy stipulates that these reports will be listed in ALIC NOTES, allowing interested persons to keep abreast of NARA's views on archival topics.

ALIC has recently received the following meeting reports:

US-USSR Commission on Archival Cooperation. US-USSR Genealogical Exchange delegation met in the Soviet Union from March 18 to March 28, 1990 and visited eight archives in Moscow, Minsk and Leningrad.
NARA representative: Patricia A. Eames (NE)

US-USSR Commission on Archival Cooperation. Soviet-American Symposium on Archival Description Programs and Finding Aids in the USSR and USA Archival Systems was held in Moscow at Glavarchiv, May 15-18, 1990.
NARA representative: Trudy Huskamp Peterson (NN)

ICA Reprography Committee. Meeting held in Sofia, Bulgaria from May 28 to June 1, 1990.
NARA representative: Alan Calmes (NSZ)

Subcommittee D06.40 on Recycled Paper. Meeting held at the Philadelphia headquarters of the American Society for Testing and Materials (ASTM) on July 17, 1990.
NARA representative: Ramanathan Panayappan (NNP).

TIP papers

NARA, as the keeper of the records of the federal government, has encountered and dealt with a variety of archival problems. The results of NARA's experience are made available to the public in **Technical information papers (TIPs)** which can be ordered from National Technical Information Service (NTIS), Springfield, VA 22161. Because of their high research value, these publications have been added to the ALIC collection as a series.

The most recent addition to the series is TIP no. 8, **A National Archives strategy for the development and implementation of standards for the creation, transfer, access, and long term storage of electronic records of the federal government**, dated June 1990. Based upon a NARA-contracted report by the National Institute of Standards and Technology on the role of standards for electronic records management and archives, this technical information paper outlines NARA's strategy for dealing with the coordination of guidelines, standards, and policies for electronic records.

The earlier TIP papers are listed below with their NTIS order number:

TIP 1: **Speech pattern recognition, optical character recognition, digital raster scanning: technology assessment report.** By Charles M. Dollar and William L. Hooton. 1984. NTIS PB87-125217

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TIP 2: **The MARC format and life cycle tracking at the National Archives: a study.** By Edie Hedlin and Thomas E. Weir, Jr. 1984. NTIS PB87-126256

TIP 3: **Cold storage for color film materials.** By William Thomas Murphy. 1986. NTIS PB87-125225

TIP 4: **3480 Class tape cartridge drives and archival data storage: technology assessment report.** By Thomas E. Weir, Jr. 1988. NTIS PB88-233135

TIP 5: **Archival copies of thermofax, verifax, and other unstable records.** By Norvell M. M. Jones. 1990. NTIS PB90-171836

TIP 6: **Preservation of archival records: holdings maintenance at the National Archives.** By Mary Lynn Ritzenthaler. 1990. NTIS PB90-168733

TIP 7: **National Archives preservation research priorities: past and present.** By Kenneth E. Harris, Susan Lee-Bechtold, William K. Wilson, Charles W. Mayn, William M. Holmes, and Alan R. Calmes. 1990. NTIS PB90-206210

ALIC coverage

ALIC NOTES is a means of sharing information about NARA's activities and publications with the rest of the archival community. However, the acquisitions lists and the subject bibliographies reflect the ALIC databases' holdings of all archival and records management literature. The completeness of ALIC's coverage depends on the members of the archival community - please help us by sending ALIC your publications and by alerting us to other items appropriate to our interest.

Please make your requests and send your publications to:

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ADMINISTRATION OF PRESERVATION PROGRAMS IN ARCHIVES

A selective bibliography

ALIC BIBLIOGRAPHY 1990 - 4
JULY 1990
COMPILED BY: PAUL CONWAY

ADMINISTRATION OF PRESERVATION PROGRAMS IN ARCHIVES
A Selective Bibliography

Compiled by Paul Conway
National Archives and Records Administration

In the past decade, the amount and variety of information on developing and managing comprehensive preservation programs has grown tremendously. This highly selective list of books, reports, journal and newsletter articles, and other sources is intended primarily as an introduction to the increasingly rich literature for archivists, special collections librarians, curators, and history professionals. Most of the items have been published since 1985, although a number of "classic" sources are included to illustrate how thinking on appropriate preservation action has evolved over the past fifty years. The list was compiled as part of the Society of American Archivists' two-year long evaluation of its Basic Archival Conservation Program and should not be considered comprehensive.

Stimulating insights will be found in all of the items. Readers looking for a place to begin, however, might choose to consider the selections written by Pamela Darling (#53 - #56) Jan Merrill-Oldham (#90 - #91) and Robert H. Patterson (#108 - #109). Mary Lynn Ritzenthaler's manual on archival conservation (#119) and her recently completed guide to holdings maintenance (#120) are also essential reading.

Keeping up with major developments in the preservation field is not so difficult now that annotated bibliographies appear annually in **Library Resources and Technical Services**. Listings for the years 1984-88 are included in the bibliography (#64, #93, #94, #79), as is Lisa Fox's list of core preservation sources (#62), published recently by the American Library Association. Two additional sources to improve the "current awareness" of practicing professionals are the **Abbey Newsletter**, published eight times each year, and **Conservation Administration News**, published six times each year.

It is often useful, indeed necessary, to go beyond published sources in search of advice and assistance. Fortunately, several organizations are active in supporting archivists and other professionals who want to take constructive preservation action. The Society of American Archivists' Preservation Section, the American Library Association's Preservation of Library Materials (PLMS) Section, and the American Institute for Conservation each provide vital people-to-people contacts, monitor emerging trends and issues, and offer continuing education programs.

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ALIC NOTES Issue 11
October–December 1990

ALIC's last mailing of the year, Issue 11, includes the "List of acquisitions of archives and records management literature in the National Archives Library", covering ALIC accessions from April 1 to September 30, 1990, the annual listing of periodicals currently received in the National Archives Library, and a form to be filled out by respondents who wish to remain on the ALIC mailing list. The cost of mailing out ALIC publications is high and we want to know that the material is of value to the recipients. ***Please fill out the form if you wish to continue receiving the ALIC mailings.***

We are also sending out, with this ALIC mailing, a copy of a resource list on the American Disabilities Act of 1990 compiled by William van Erp. This listing appeared in the October 1990 issue of AAL Newsletter published by the Association of Architectural Librarians. The association and Mr. van Erp have very graciously given ALIC permission to copy this valuable list of resources.

The Americans with Disability Act (ADA) of 1990 requires that renovation of existing buildings, as well as new construction, address the needs of the handicapped. Mr. van Erp's list will be particularly helpful to archivists and other records professionals concerned about handicapped accessibility to their collections.

Included on the ADA list is the ***Compliance guide to the Americans with Disability Act*** *published by the Small Business Administration. This publication is available for sale by the Small Business Legislative Council, 1156 15th Street, NW, Suite 510, Washington, DC 20005. An interpretive manual, the guide covers employment and access issues and includes a copy of the ADA legislation in the appendix.*

NARA meeting reports

As reported in the last ***ALIC Notes,*** *NARA employees who are appointed official representatives to international and standards-setting organizations must submit formal written reports of each meeting they attend in their official capacity to the* ***Archives Library Information Center (ALIC).*** *These reports are to be listed in* ***ALIC Notes,*** *allowing interested persons to keep abreast of NARA's views on archival topics.*

The following meeting reports have been added recently to the ALIC files:

- ***ICA Section of Professional Archival Associations (ICA/SPA).***
Meeting held in Radenci, Yugoslavia, April 18–23, 1990.
NARA representative: Frank B. Evans (NI).

- ***ANSI Committee IT9 on the Stability of Imaging Technology*** *and related subcommittees for photographic materials held at the National Archives of Canada in Ottawa during the week of June 11–15, 1990.*
NARA representative: Steven Puglia (NNPS)

- ***ASTM Subcommittee D06.40 on Recycled Paper and TAPPI–Paper Permanence Committee (Ad Hoc)*** *held in New Orleans, September 27, 1990.*
NARA representative: R. Panayappan (NNPD)

- ***ANSI Information Resource Dictionary System (IRDS) Standards Committee*** *held in Washington on October 23–26, 1990.*
NARA representative:
Beverly S. Hacker (NSZ)

- ***ICA Ad Hoc Commission on Archival Descriptive Standards*** *held in Hohr-Grenzhausen, Germany, on on October 28–30, 1990.*
NARA representative:
Sharon Thibodeau (NN–E)

Contributions to ALIC

In all of its publications and letters, ALIC staff members emphasize the fact that the completeness of ALIC's coverage depends on the contributions of its membership. The response to our requests for material to be included in the professional community's own information resource – the ALIC database – has been phenomenal. We appreciate the cooperation of all of the individuals, organizations and institutions who have been so generous to ALIC.

Electronic records

The first **ALIC** mailing of 1991 will include a bibliography on electronic records and an update of last year's listing of research papers prepared by members of the Archivist Career Training Program (CIDS). In preparation for the compilation of the electronic records reading list, ALIC has accessioned a number of publications on this information technology.

A very important publication for archivists is Lisa Weber's recent NHPRC staff report, **Electronic records issues.** In a review of Weber's study, David Bearman wrote: "it summarizes the current approaches to the management of electronic records, calls for a national conference to define a research agenda for electronic records, and recommends the funding of five categories of electronic records related projects during the coming year. Since it represents the views of the major source of archival funding, it is obviously must reading for archivists."

In the report, NHPRC calls for a national conference on electronic records early in 1991. This call is one reason ALIC is soliciting information on the subject and compiling a current bibliography. Included in the ALIC listing will be the SAA Committee on Automated Records and Techniques' resource directory, **Automated records and techniques in archives**, a soon-to-be published reference directory of organizations, training programs, information clearinghouses, bibliographic databases, a list of periodicals, and a conventional selected bibliography intended to provide groundwork for the novice and reference materials for the experienced.

A related item donated to ALIC by the Reporter's Committee, **Access to electronic records: a guide to reporting on state and local government in the computer age**, is a report on issues relating to electronic records access, including jurisdictional fee schedules and pertinent laws, in all 50 states and the District of Columbia.

The most recently received publications related to electronic records come from the Administrative Conference of the United States, an independent agency which develops improvements in the procedures whereby federal agencies administer government programs. In 1988, the Conference, under its authority to recommend changes in administrative procedures through new legislation and/or action on the part of affected agencies, commissioned a report on electronic records by Henry H. Perritt, Jr., Professor of Law at Villanova University. His report, **Electronic acquisition and release of federal agency information**, was background for the Conference's Recommendation 88-10, adopted in December, 1988 (1CFR §305.88-10) as guidance to agencies in addressing concerns about acquiring and releasing information in electronic form, either to facilitate performance of the agency's mission or to fulfill requirements established by FOIA or other laws.

In response to the recommendations of the 1988 Perritt report, the Justice Department surveyed federal agency FOIA positions and practices on electronic issues and published a 1990 report on "Electronic records" issues under the Freedom of Information Act.

Also in response to the 1988 report, the Administrative Conference commissioned a second and complementary background study by Henry Perritt. In his second report, Perritt focussed on internal agency electronic records management and the need to ensure retention of electronic records having archival value by designing archival features into information systems in the first place. This August 1990 report, **Federal Agency Electronic Records Management and Archives**, is the basis for a proposed recommendation to be considered by the membership of the Administrative Conference on December 17, 1990. ALIC's 1991 bibliography on electronic records will include the official recommendation adopted at the conference.

Archival cooperation

Among the contributions to ALIC are two reports related to the use of RLIN for cooperative government records projects. The reports, to be added to the Library's reference collection, include the Research Libraries Group's publication, **Government records in the RLIN database: an introduction and guide.** The guide is one of the products of the Government Records Project grant funded by NHPRC. Intended to introduce the reader to the Archives and Manuscripts Control file on RLIN, this guide offers sample descriptions of the more than 70,000 records entered into the database by sixteen government archives, including the National Archives, thirteen state archives and the archives of New York City and the District of Columbia.

The second report, **Intergovernmental Records Project: Report on Phase I**, written by Marie Allen, summarizes NARA's Intergovernmental Records Project's (IRP) activities over a two-year period, describes the project's findings and recommends further efforts toward linking intergovernmental records. Phase two of the IRP is currently under way and is based upon a nationwide survey of territorial records and records relating to US participation in World War II. With nearly 600 responses to the survey of archival institutions received already, a report on the survey is planned for 1991.

Another important publication demonstrating progress in archival cooperation, **Rules for archival description (RAD)**, was donated to ALIC by the Planning Committee on Descriptive Standards of the Bureau of Canada. Published in English and French editions, RAD establishes for the first time a national set of rules for the description of archives in Canada. The rules set forth represent three years of concentrated effort on the part of the Planning Committee (representing the Association des archivistes du Québec and the Association of Canadian Archivists) to realize several recommendations made by the earlier Canadian Working Group on Archival Descriptive Standards.

At a meeting in Paris in December 1989, the UNESCO/ICA Expert Consultation on the Planning of International Action for the Development of Descriptive Standards for Archives commissioned Sharon Thibodeau (NARA) to prepare a summary review of the results of three efforts to establish English-language standards for archival description, including the Canadian **RAD**, the 2d edition of Steven Hensen's **Archives, personal papers, and manuscripts: a cataloging manual for archival repositories, historical societies, and manuscript libraries (APPM2)**, and Cook and Procter's **Manual of archival description (MAD2)**.

Last month, Dr. Thibodeau's review was discussed at the ICA-sponsored Ad Hoc Commission on Archival Descriptive Standards. The commission accepted Sharon Thibodeau's recommendations, agreeing that international standards development should explore the areas of anglo-american consensus identified by her.

A two-page table comparing the descriptive elements used in **RAD**, **MAD2**, and **APPM2** follows Sharon Thibodeau's concluding comments: "The extent to which these hints at international convergence can be exploited, however, depends to a large degree on whether a key issue can be resolved. That is, should rules for archival description be developed in a framework that has its origins in the library world? In other words, what is the relevance of AACR2 - or more generally the ISBD - to archival descriptive work and, ultimately, to the work of this Working Party?"

Archival scholarship

In a recent publication, the Association for Information and Image Management (AIIM) announced that last year's $5000 AIIM scholarship was not awarded because of a lack of candidates. The John P. Eager Scholarship is offered annually to any one high school college-bound senior or college student who has a 3.0 grade point average and the motivation to write an essay and apply for the grant. The scholarship is for students pursuing an education in a broad and diverse list of career areas. Students interested in pursuing an archival education or any other information-related field are certainly eligible. Applicants can contact Maria Granata, Membership Director, AIIM, 1100 Wayne Avenue, Suite 1100, Silver Spring, MD 20910 (301-587-8202). The next closing date is March 30, 1991.

April 1, 1991 is the application deadline for SAA scholarships to the second session of the National Archives' Modern Archives Institute, June 3-14, 1991. The award, funded by the Colonial Dames of America, Chapter III, covers tuition, travel and housing expenses. Applicants must have been employed less than two years as an archivist or archives trainee, and be working in an institution with a fair percentage of pre-1825 holdings. Applicants should submit resume and 2 letters of recommendation to Michele F. Pacifico, NARA, Room 409, Washington, DC 20408.

ALIC coverage

ALIC NOTES is a means of sharing information about NARA's activities and publications with the rest of the archival community. However, the acquisitions lists and the subject bibliographies reflect the ALIC databases' holdings of all archival and records management literature. The completeness of ALIC's coverage depends on the members of the archival community - please help us by sending ALIC your publications and by alerting us to other items appropriate to our interest.

Please make your requests and send your publications to:

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Americans with Disabilities Act of 1990 Resources

By William van Erp, Librarian
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The Americans with Disabilities Act (ADA) was signed into law recently. It is civil rights legislation prohibiting all employers including privately owned businesses from discriminating against disabled employees or job applicants. In addition, the ADA requires that renovation of existing buildings, as well as new construction, address the need of the handicapped. The ADA is not a building code, so state and local building officials are not directly responsible for enforcement or even interpretation of its provisions, although the actual guidelines of the act will be based on existing access laws and legislation.

The ADA will affect both the profession of architecture and the office of every architect as well. The following annotated list identifies professional societies, advocacy groups and governmental agencies that will be particularly helpful to librarians looking for information in this area.

ORGANIZATIONS

Access for the Handicapped, 5014 N Street NW, Washington, DC 20016, (202)966-5500. Conducts handicapped accessibility tests, offers seminars and recommendations on employing the disabled.

American Institute of Architects, Public Affairs Department, 1735 New York Avenue, NW, Washington, DC 20006, (202)626-7411 Liz Wainger, (202)626-7384 Albert Eisenberg. Helped write the ADA, principal organization seeking to integrate the requirements of the handicapped with the profession of architecture.

Architectural and Transportation Barriers Compliance Board, Office of Technical and Information Services, 1111 18th Street, NW, Suite 501, Washington, DC 20036, (202)653-7848. Will write the ADA guidelines for the Equal Employment Opportunity Commission.

Barrier Free Environments, P. O. Box 30634,Raleigh, NC 27622, (919)782-7823 Ron Mays Concentrates on access laws and legislation, has an office in Washington, DC.

Department of Housing and Urban Development, 451 7th Street, SW, Room 9220, Washington, DC 20410, (202)755-6454 Margaret Milner. Develops and implements accessibility guidelines for federally funded housing.

Job Accomodation Network, West Virginia University, 809 Allen Hall, Morgantown, WV 26506, (800)526-7234 Barbara Judy. Works to place the disabled in appropriate employment situations, consults on barrier compliance issues.

Mainstream Inc., 1030 15th Street, NW, Suite 1010, Washington, DC 20005, (202)898-1400 Fritz Rumpel. Assists companies in their efforts to "mainstream" handicapped employees, has a large library, offers speakers and seminars.

National Council on Disabilities, 800 Independence Ave., SW, Suite 814, Washington, DC 20591, (202)267-3846 Sandra Swift Perrino. Works as political advocate for the disabled, had important role in shaping the ADA.

Paralyzed Veterans of America, Barrier-Free Design Program, 801 18th Street, NW Washington, DC 20006, (202)872-1300. Promotes accessibility in buildings, especially active in hospitality issues.

PRINT RESOURCES

Periodicals

Accent on Living. Cheever Publishing Inc., P.O. Box 700, Bloomington, IL 61702 (309)378-2961. Covers organizations, new products, and inventions for people with disabilities.

Access America: Newsletter. Architectural and Transportation Barriers Compliance Board. Quarterly publication, outlines ATBCB activities.

Access Information Bulletin. Paralyzed Veterans of America. Discusses access issues, emphasis on hospitality.

Mainstream: Magazine of the Able-Disabled. Mainstream, 2973 Beech Street, San Diego, CA 92102, (619)234-3138. Monthly newsletter reporting on access issues.

Guides

Access America: the Architectural Barriers Act and You. Architectural and Transportation Barriers Compliance Board.

Americans with Disabilities Act of 1980: the A.D.A. and You. Architectural and Transportation Barriers Compliance Board. Brief overview of the ADA.

Compliance Guide to the Americans with Disabilities Act. Small Business Administration, 1156 15th Street, NW, Suite 510, Washington, DC, 20005 (202)639-8500. Interpretive manual, focuses on both employment and architectural barriers issues.

Design for Hospitality. Paralyzed Veterans of America. Best presentation of access standards for hospitality.

Minimum Guidelines and Requirements for Accessible Design. Architectural and Transportation Barriers Compliance Board. Predecessor of the Uniform Federal Accessibility Standards, gives standards for design, construction and alterations for access to federally funded facilities.

Selective Guide on Accessible Environments for the Disabled. Department of Housing and Urban Development. Defines accessibility guides for federally funded housing.

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Uniform Federal Accessibility Standards. Architectural and Transportation Barriers Compliance Board. Current federal access guidelines, probable basis for the ADA guidelines. ■

ALIC ACQUISITIONS LIST COVERING THE PERIOD
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ALIC NOTES
Issue 12
January-March 1991

This mailing includes a bibliography on electronic records and, for those who did not return the survey form included in the last mailing, a form to be filled out by in order to remain on the ALIC mailing list. This will be the last reminder to return the survey form. The cost of mailing out ALIC publications is high and we want to know that the material is of value to the recipients. ***Please fill out the form if you wish to continue receiving the ALIC mailings.***

Canadian - American cooperation

On June 4-5, representatives from the National Archives of Canada met with NARA staff members to discuss a project to exchange bibliogrphic citations related to archival topics. Marta Khan, Susan Dupuis and Yves Marcoux represented the Canadian Centre for Information and Documentation on Archives (CCIDA), the Canadian counterpart of the Archives Library Information Center (ALIC) in the United States. The three Canadians met with Don W. Wilson, Archivist of the United States, and with Trudy Huskamp Peterson, Office of the National Archives, before joining NARA staff members Sharon Fawcett, Lynn Lady Bellardo and Lida Holland Churchville, to discuss bibliographic exchange between the two nations.

As a result of the two-day meeting, CCIDA and ALIC have forged an agreement to share information between the two archival information centers in a pilot project designed to test data exchange of citations of selected publications. Meeting participants agreed on a common exchange format and will begin entering citations using this format into the CCIDA and ALIC databases in September 1991, according to data entry conventions decided over the summer. The actual exchange of bibliographic information is scheduled to begin in December 1991.

TIP papers

NARA, as the keeper of the permanent records of the federal government, has encountered and dealt with a variety of archival problems. The Archivist, Don W. Wilson, has made a commitment to share the results of NARA's ongoing research efforts with the archival community. The results of NARA's many research projects are made available to the public in **Technical information papers (TIPs)**. Because of their high research value, these publications have been added to the ALIC collection as a series.

The following two TIP papers have recently been added to the ALIC collection:

TIP 9: **Expert Systems Technology and its Implications for Archives.** By Avra Michelson. 1991.

TIP 10: **Optical Digital Image Storage System Project Report.** 1991.

A limited number of copies of these new publications are available without charge to members of the archival community. To request a copy, contact the Archival Research and Evaluation Staff (NSZ) at (202) 501-5540 or write to:

> Archival Research and Evaluation Staff (NSZ)
> National Archives
> Washington, DC 20408

When the limited supply is depleted, the reports will be available from the National Technical Information Service (NTIS), Springfield, VA 22161,
Telephone: (703) 487-4650.

Other TIP papers available from NTIS

The TIP papers listed below are available from NTIS. Please use the NTIS order number when ordering them:

TIP 1: **Speech pattern recognition, optical character recognition, digital raster scanning: technology assessment report.** By Charles M. Dollar and William L. Hooton. 1984.
NTIS PB87-125217

TIP 2: **The MARC format and life cycle tracking at the National Archives: a study.** By Edie Hedlin and Thomas E. Weir, Jr. 1984.
NTIS PB87-126256

TIP 3: **Cold storage for color film materials.** By William Thomas Murphy. 1986.
NTIS PB87-125225

TIP 4: **3480 Class tape cartridge drives and archival data storage: technology assessment report.** By Thomas E. Weir, Jr. 1988.
NTIS PB88-233135

TIP 5: **Archival copies of thermofax, verifax, and other unstable records.** By Norvell M. M. Jones. 1990.
NTIS PB90-171836

TIP 6: **Preservation of archival records: holdings maintenance at the National Archives.** By Mary Lynn Ritzenthaler. 1990.
NTIS PB90-168733

TIP 7: **National Archives preservation research priorities: past and present.** By Kenneth E. Harris, Susan Lee-Bechtold, William K. Wilson, Charles W. Mayn, William M. Holmes, and Alan R. Calmes. 1990.
NTIS PB90-206210

TIP 8: **A National Archives strategy for the development and implementation of standards for the creation, transfer, access, and long term storage of electronic records of the federal government.** 1990.
NTIS PB90-226556

NARA meeting reports

As reported in earlier ALIC Notes, NARA employees who are appointed official representatives to international and standards-setting organizations must submit formal written reports of each meeting they attend in their official capacity to the **Archives Library Information Center (ALIC).** These reports are listed in ALIC Notes. Below are listed, chronologically by meeting date, those staff reports acquired by ALIC in calendar year 1991.

- **ANSI Information Processing Systems (X3), Workshop on Objects in Data Management.**
Joint meeting held in Anaheim, California, January 14-15, 1991.
NARA representative: Beverly S. Hacker (NSZ)

- **ANSI Information Resource Dictionary System (IRDS) Standards Committee (X3H4).**
Meeting held in Anaheim, CA, January 16-18, 1991.
NARA representative: Beverly S. Hacker (NSZ)

- **ASTM Subcommittee D06.40 on Recycled Paper.**
Meeting at Ft. Lauderdale, FL, January 24, 1991
NARA representative: R. Panayappan (NNPD)

- **Tape Head Interface Committee (THIC).**
Meeting held in Annapolis, MD on March 19, 1991.
NARA representative: Charles W. Mayn (NNPS)

Contributions to ALIC

In all of its publications and letters, ALIC staff members emphasize the fact that the completeness of ALIC's coverage depends on the contributions of its membership. The response to our requests for material to be included in the professional community's own information resource - the ALIC database - has been phenomenal. We appreciate the cooperation of all of the individuals, organizations and institutions who have been so generous to ALIC.

ALIC coverage

ALIC NOTES is a means of sharing information about archival activities and publications with the rest of the archival community. However, the acquisitions lists and the subject bibliographies reflect the ALIC databases' holdings of all archival and records management literature. The completeness of ALIC's coverage depends on the members of the archival community - please help us by sending ALIC your publications and by alerting us to other items appropriate to our interest.

Please make your requests and send your publications to:

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Management of Electronic Records

ALIC Bibliography - 5
June 1991
Compiled By Jeffery T. Hartley

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ALIC NOTES
Issues 13 and 14
April-September 1991

In this mailing, ALIC is distributing the most recent edition of the ***"List of acquisitions of archives and records management literature in the National Archives Library"****, covering ALIC accessions from October 1, 1990 to September 30, 1991. Also included in this package are two specialized reading lists.*

The first is a new edition of ALIC bibliography no. 3, ***CIDS bibliographies: research papers prepared by members of the Archivist Career Training Program****, originally published in May, 1990. These research papers prepared by members of the two-year Archivist Career Training Program (commonly referred to as CIDS, short for Career Intern Development System - an early name for the program), are essays researched and written by National Archives archival trainees to meet the requirements of the training program. The new CIDS bibliography updates and supersedes the original CIDS bibliography which should be discarded. Nearly fifty new papers have been added to the bibliography which is in chronological order with revised and expanded author and subject indexes, as well as a new title index.*

The second specialized reading list, ***Understanding users and use****, is an annotated bibliography compiled by Paul Conway (NARA). Dr. Conway's 12-page bibliography provides guidance on defining the usefulness of user studies, designing meaningful research projects, and using the findings to evaluate and improve patron services in archives, libraries, and other cultural agencies. Although most of the publications are recent, a number of "classics" are included from earlier years to illustrate the ways that approaches to the issues have and have not changed over time.*

ALIC user studies

ALIC has participated in two recent user studies: the first was a systematic attempt by library management to understand the use of the National Archives Library's various collections; the second study was ALIC's own survey of its membership sent out to the recipients of ALIC mailings. Although the main purpose of the ALIC survey was to determine that those on the ALIC membership list wanted to continue receiving ALIC material, the ALIC staff took the opportunity to ask questions of its membership - about their professional characteristics, and about their impressions of ALIC's information services.

The next issue of **ALIC Notes** will give the full results of the ALIC survey. At this time, we are able to announce that the 318 surveys returned represent over 70% of the ALIC membership at the time of the survey. We can also announce that for some reason sending out the survey coincided with an increase of new members as well. This ALIC mailing will be sent to 480 members - over 100 of whom have applied for membership within the last six months. Seventy-percent of the respondents list academic or government institutions as their most appropriate parent organization. Over half of the respondents indicate that their administrative unit is an archives; another 20% report that they work within a library. Archival administration was cited as the most appropriate function for the position of over 40% of those responding to the survey; records management, reference, preservation, teaching and consulting were other functions listed by a number of respondents. We are happy to report that many of our ALIC members gave enthusiastic evaluations of ALIC's information services. As mentioned above, the survey results will be reported on in greater detail in the next ALIC newsletter.

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ARCHIVES LIBRARY INFORMATION CENTER ACQUISITIONS

ALIC ACQUISITIONS LIST
Covering the period
October 1, 1990 to September 30, 1991

VOLUME 1991 (2-3), ISSUES 13-14
OCTOBER 1991

Compiled by Lida Holland Churchville
Archives Library Information Center
National Archives and Records Administration

ALIC ACQUISITIONS - OCTOBER 1, 1990 TO SEPTEMBER 30, 1991

1. ***Moving images***. Paris: Unesco, 1989. 27 pp. (Final report of the International Roundtable to evaluate the practical results of the Unesco Recommendation for the Safeguarding and Preservation of Moving Images, held in Paris, June 1988).
   ALIC90:0500

2. ***Utah general retention schedule, 1990***. Salt Lake City: Utah Division of Archives & Records Services, 1990.
   ALIC90:0501

3. Beers, Henry Putney. ***The Confederacy: guide to the archives of the government of the Confederate States of America***. Guide; NARA Publication 68-15. Washington: National Archives, 1968. 536 pp.
   ALIC90:0502

4. ***Report of the Combined Authority Files Committee***. Washington: Library of Congress, 1990. 53 pp. plus appendices.
   ALIC90:0503

5. Buchanan, Sally A. ***Resource materials for disaster planning in New York institutions***. Albany: New York State Library Disaster Planning Project, 1988. 29 pp.
   ALIC90:0504

6. Rhodes, Barbara J. ***Hell & highwater: a disaster information sourcebook***. METRO miscellaneous publication no. 35. New York: Metropolitan Reference and Research Library Agency, 1988. 58 pp.
   ALIC90:0505

7. ***Guide to the sources of history in Singapore. Vol. I***. Guide to the sources of Asian History 10.1. Singapore: National Archives of Singapore, Unesco and the International Council on Archives, [1990]. xlvii, 180 pp.
   ALIC90:0506

8. ***Para una estrategia de desarrollo: reporte general y principales recomendaciones para la modernizacion de los sistemas archivisticos de los paises Latinoamericanos (Toward a strategy of development: general report and principal recommendations for the modernization of archival systems of the Latin American countries)***. [Ottawa]: Working Group of the Latin American Archives Association and Archives Committee of the Pan-American Geography and History Institute, 1990. 22 pp.
   ALIC90:0507

9. Harris, Carolyn L. and Paul N. Banks. **The library environment and the preservation of library materials.** ***Facilities Manager***(Fall 1990): 21-24. (Winner of the 1991 Rex Dillow Award from the Association of Physical Plant Administrators (APPA)).
   ALIC90:0508

10. ***Guide to federal, county, municipal archives in the City of New York***. New York: New York County Clerk, 1990. 30 pp.
    ALIC90:0509

11. ***Remote access to online catalogs***. ARL Spec Kit 142. Washington: Association of Research Libraries, 1988. 116 pp.
ALIC90:0510

12. ***Art-related archival materials in the Philadelphia region: 1984-1989 survey***. Washington: Smithsonian, Archives of American Art, [1990]. 56 pp.
ALIC90:0511

13. Sparrow, Bartholomew H. Access to the National Archives. ***PS: Political Science & Politics*** 22, no.4(December 1989): 861-866. (Excerpt).
ALIC90:0512

14. ***A guide to the use of recycled paper***. Canberra: Australian Government Publishing Service, 1990. 88 pp.
ALIC90:0513

15. Whealan, Ronald E. ***Guide to historical materials in the John Fitzgerald Kennedy Library***. Boston, MA: Kennedy Presidential Library, 1990.
ALIC90:0514

16. ***Tri-state business archives directory***. New York: Archivists' Round Table of Metropolitan New York, 1990. 11 pp.
ALIC90:0515

17. ***Central of Georgia Railway collection #1362***. Savannah: Georgia Historical Society, [1990]. 5 vols. NHPRC grant 87-115. (This finding aid can be accessed through RLIN).
ALIC90:0516

18. Gould, Constance C., ed. ***Computer files and the research library***. Mountain View, CA: Research Libraries Group, 1990. 59 pp.
ALIC90:0517

19. ***Guide to record retention requirements in the Code of Federal Regulations***. Washington: National Archives, Office of the Federal Register, 1989. 410 pp. (Revised as of January 1, 1989).
ALIC90:0518

20. Bailey, Robert E., ed. ***Chicago City Council proceedings files, 1833-1871: an inventory***. Springfield: Illinois State Archives, 1987. 989 pp. plus microfiche index and supplement. NHPRC grant 85-037. (This index supersedes the 1978 edition and serves as a companion to the "Descriptive inventory of the archives of the State of Illinois" and its 1985 Supplement.).
ALIC90:0519

21. ***Developing a strategy for documenting the discipline of nursing in New York State***. Guilderland, NY: Foundation of the New York State Nursing Association, 1990. 1 portfolio. NHPRC grant 88-013. (Includes a manual on records management).
ALIC90:0520

22. ***Report for 1989***. House of Lords Records Office memorandum no. 76. London: House of Lords, Records Office, 1990. 13 pp.
ALIC90:0521

23. ***Yleisarkistot 1988: Valtionarkiston ja maakunta-arkistojen toimintakertomus/The public archives of Finland 1988: annual report of the National Archives and the provincial archives***. Helsinki: Public Archives of Finland, 1989. 32 pp.
ALIC90:0522

24. ***Privacy Act issuances: 1989 compilation***. Washington: National Archives, Office of the Federal Register, 1990. 5 vols.
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25. ***Third Congress of Muslim Librarians and Information Scientists: COMLIS III***.
Ankara, Turkey: Ministry of Culture, 1989. vii, 704 pp. (Proceedings, May 24-26, 1989, Istanbul, Turkey).
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26. Marcum, Deanna B. ***Preservation Education Institute final report from School of Library and Information Science, The Catholic University of America***. ERIC ED327213. Washington: Commission on Preservation and Access, 1990. 17 pp. (Institute on Preservation Education, Queenstown, MD, August 2-4, 1990).
ALIC90:0525

27. ***New Jersey records control & preservation training workbook***. Trenton: New Jersey Department of State, Division of Archives & Records Management, 1990. 2 vols. (looseleaf) plus 27-minute videotape. NHPRC grant 89-015.
ALIC90:0526

28. Ciarlante, Marjorie Heins. ***Bush-Conant file relating to the development of the atomic bomb, 1940-1945***. Descriptive pamphlet M1392. Washington: National Archives, 1990. 66 pp.
ALIC90:0527

29. ***Historical materials in the Lyndon Baines Johnson Library***. Austin, TX: Johnson Library, 1988. v, 121 pp.
ALIC90:0528

30. ***Government Archives and Records Service***. Seoul: Ministry of Government Administration, [1990]. 25 pp. (Bilingual descriptive guide in English and Korean).
ALIC90:0529

31. ***Papers of African American artists***. Washington: Smithsonian Institution, Archives of American Art, 1989. 14 pp.
ALIC90:0530

32. Smither, Roger. ***Evaluating computer cataloguing systems: a guide for film archivists***. Bruxelles, Belgium: Federation Internationale des Archives du Film, 1989. 35 pp.
ALIC90:0531

33. ***Looking to the past, teaching for the future: recommendations for the improvement of teaching using historical records***. Albany: New York State Historical Association, New York State Council for the Social Studies and Capital District Council for the Social Studies, 1989. 23 pp.
ALIC90:0532

34. ***The use of optical disks for public records.*** Technical Report for Information and Image Management AIIM TR25-1990. Silver Spring, MD: Association for Information and Image Management, 1990. 33 pp.
ALIC90:0533

35. ***International directory of antiquarian booksellers.*** 9th ed. Frankfurt, Germany: Edmund Brumme for the International League of Antiquarian Booksellers, 1990. 865 pp.
ALIC90:0534

36. Jones, H. G. ***A report on the status of the National Archives by a joint committee representing the American Historical Association, the Organization of American Historicans, and the Society of American Archivist.*** Washington: Joint Committee on the Status of the National Archives typescript, 1967. 23 pp.
ALIC90:0535

37. McCleary, John M. ***La lyophilisation appliquée au sauvetage des livres et documents endommagés par l'eau (Vacuum freeze-drying, a method used to salvage water-damaged archival and library materials).*** RAMP study PGI-87/WS/7. Paris: Unesco, 1988.
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38. Congress. House. Education and Labor Committee. ***Oversight hearing regarding the reauthorization of the Institute of Museum Services and the National Endowment for the Arts. Vol. 4.*** 101th Cong., 2nd Sess., Hearing, April 19 and June 6, 1990. Washington: Government Printing Office, 1990. 205 pp.
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39. Congress. House. Science, Space, and Technology Committee. ***Implementation of the Computer Security Act (Public Law 100-235).*** Washington: GPO, 1990. iii, 176 pp. (101 Cong., 2d sess., Hearing before the Subcommittee on Transportation, Aviation and Materials, July 10, 1990).
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40. ***A survey of manuscript sources for the history of nursing at the Rockefeller Archive Center.*** North Tarrytown, NY: Rockefeller Archive Center, 1985. 62 pp. (Also see the 1989 publication, A survey of sources for the history of nursing at the Rockefeller Archive Center).
ALIC90:0539

41. ***Manuscript collections of the George C. Marshall Library: a guide.*** Lexington, VA: George C. Marshall Foundation, 1986. 35 pp. NEH grant.
ALIC90:0540

42. ***Führer zum Historischen Archiv der Europäischen Gemeinschaften (Guide to the Historical Archives of the European Community).*** 2d ed. Florence, Italy: Villa Il Poggiolo, 1990. 17 pp.
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43. Roy Stryker on FSA, SONJ, J & L. ***Image*** 18, no.4(December 1975): 1-18. (Excerpted article).
ALIC90:0542

44. ***The Electric Book: A National Geographic Forum on Electronic Publishing.***
Washington: National Geographic Society, 1990. (Proceedings, Washington, D.C., January 3, 1990).
ALIC90:0543

45. ***MARAC 1990 membership directory***. n.p.: Mid-Atlantic Regional Archives
Conference, 1990. 40 pp.
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UNDERSTANDING USERS AND USE
An annotated bibliography

ALIC BIBLIOGRAPHY No. 6
OCTOBER 1991
COMPILED BY: PAUL CONWAY

UNDERSTANDING USERS AND USE
An Annotated Bibliography

Compiled by Paul Conway
National Archives and Records Administration

Many archivists, special collections librarians, curators, and history professionals now recognize the administrative value of understanding systematically who uses their collections and the ways in which documentation in a variety of formats is used to address historical questions. Making use of this information to improve reference and access services, however, can be a complicated matter. The items included on this selective bibliography provide guidance on defining the usefulness of user studies, designing meaningful research projects, and using the findings to evaluate and improve patron services in archives, libraries, and other cultural agencies.

This bibliography was compiled as part of a comprehensive user study at the National Archives. Most items date from the past ten years, although a number of "classics" are included from earlier years to illustrate the ways that approaches to the issues have and have not changed over the years. The selections should be viewed as highlights of the information and advice available to the reader willing to cross disciplinary boundaries. The annotations are those of the compiler and do not necessarily reflect the full contents of the items.

Anderson, Charles. "The Myth of the Expert Searcher." *Library Journal* 111 (February 1, 1986): 37-39.
Debunks four myths of online searching: it takes a lot of experience to be a good searcher; the multitude of databases makes expertise on any one impossible; if you don't understand the question, you can't do a good search; online searching is so expensive we can't possibly afford to start.

Argyris, Chris. "Research as Action: Usable Knowledge for Understanding and Changing the Status Quo." In *The Theory and Practice of Organizational Psychology*, pp. 197-211. Edited by Nigel Nicholson and Toby D. Wall. New York: Academic Press, 1982.
A general critique of research that reinforces the status quo with the conclusion that applied research should make people learn about and produce genuinely new alternatives. "But researchers cannot design these possibilities unless they produce models of worlds that do not presently exist: hence, the need for normative theories."

Backstrom, Charles and Gerald Hursh-Cesar. *Survey Research*. 2nd ed. New York: Wiley and Sons, 1981.
An excellent introduction to survey research techniques.

Barzun, Jacques and Henry F. Graff. *The Modern Researcher*. 4th ed. New York: Harcourt, Brace & World, 1985.
Chapter 5 describes the process of seeking and verifying scholarly information.

Bearman, David. "Study of User Presentation Language." Unpublished paper prepared for Archives and Museum Informatics, Pittsburgh, PA, Summer 1989.
An assessment of 1600 initial reference questions posed to staff of 17 archival repositories, emphasizing content of question.

Binkley, Robert S. "Strategic Objectives in Archival Policy." *American Archivist* 2 (July 1939): 162-68.
Early policy statement on the role of archives in society.

Brauer, Carl M. "Researcher Evaluation of Reference Services." *American Archivist* 43 (Winter 1980): 77-79.
Commentary by a historian on what researchers expect.

Brittain, John M. *Information and Its Users*. Bath, U.K.: Bath University Press, 1970.
Contains useful definitions and reviews work to date on understanding social science scholarship.

Brooks, Philip C. *Research in Archives: The Use of Unpublished Primary Sources*. Chicago: University of Chicago Press, 1969.
Discusses the relationship between the researcher and the archivist.

Burke, Frank G. "The Future Course of Archival Theory in the United States." *American Archivist* 44 (Winter 1981): 40-46.
Argues that archivists have no pure theories but only practical concepts. Calls for more research.

Butler, Meredith and Bonnie Gratch. "Planning a User Study--The Process Defined." *College & Research Libraries* 43 (July 1982): 320-30.
Presents simplified version of the research design process as applied to the development of user studies.

Case, Donald Owen. "The Collection and Use of Information by Some American Historians: A Study of Motives and Methods." *Library Quarterly* 61 (1991): 61-82.
Qualitative research on how twenty historians select topics and sources, their writing habits, and their use of computers.

Chalou, George. "Reference." In *A Modern Archives Reader*, pp. 252-63. Edited by Maygene F. Daniels and Timothy Walch. Washington, D.C.: National Archives Trust Fund Board, 1984.
Suggests that three elements of reference service --records, staff, and users-- should be properly prepared and combined for maximum benefit.

Conway, Paul. "Facts and Frameworks: An Approach to Studying the Users of Archives." *American Archivist* 49 (Fall 1986): 393-407.

Proposes a model for defining user studies that combines the basic elements of information that should be recorded, analyzed, and shared among archivists, based on a set of definitions of users, information needs, and use.

Conway, Paul. "Research in Presidential Libraries: A User Study." *Midwestern Archivist* 11 (1986): 35-56.

Reports the findings of a study of who uses presidential libraries and their service needs.

Dalrymple, Prudence. "Retrieval by Reformulation in Two Library Catalogs: Toward a Cognitive Model of Searching Behavior." *Journal of the American Society for Information Science* 41 (1990): 272-81.

Calls for user supports that capitalize on the natural behavior of question-asking and research on the ways researchers remember, find context, search, and verify information.

Daniels, P. J. "Cognitive Models in Information Retrieval: An Evaluative Review." *Journal of Documentation* 42 (December 1986): 272-304.

An important review describing ongoing research projects that seek to understand the thinking processes underlying information seeking behavior.

Dearstyne, Bruce W. "What is the Use of Archives? A Challenge for the Profession." *American Archivist* 50 (Winter 1987): 76-87.

Focuses on importance of identifying the value of archival information to users.

Dervin, Brenda and Michael Nilan. "Information Needs and Uses." *Annual Review of Information Science and Technology* 21 (1986): 3-33.

Reviews much of the library and information science literature on users and use.

Dillman, Don A. *Mail and Telephone Surveys: The Total Design Method.* New York: John Wiley and Sons, 1978.

Describes a comprehensive system for gathering reliable data when face-to-face interviews are not feasible.

Dowler, Lawrence. "Availability and Use of Records: A Research Agenda." *American Archivist* 51 (Winter/Spring 1988): 74-86.

Contends that the use of historical materials should form the basis of archival theory and practice. Research should study systematically the relationship between the use of information and the ways in which it is or can be provided.

Durrance, Joan C. "The Influence of Reference Practices on the Client-Librarian Relationship." *College & Research Libraries* 47 (January 1986): 57-67.
Suggests that people use libraries the way they do because they are encouraged to do so by the environment created by librarians.

Ford, Barbara J. "Reference Beyond (and without) the Reference Desk." *College & Research Libraries* 47 (September 1986): 491- 94.
The computer terminal and not the reference desk should be the center of the reference process.

Ford, Geoffrey. *User Studies: An Introductory Guide and Select Bibliography.* Sheffield, U.K.: Centre for Research on User Studies, 1977.
Important literature review and definition of concepts.

Freeman, Elsie T. "Buying Quarter Inch Holes: Public Support Through Results." *Midwestern Archivist* 10 (1985): 89-97.
Outreach begins with an understanding of who uses archives and why.

Freeman, Elsie T. "In the Eye of the Beholder: Archives Administration from the User's Point of View." *American Archivist* 47 (Spring 1984): 111-23.
Crystallizes the argument for making archives administration client-centered by understanding who uses archives for what purposes.

Gers, Ralph and Lillie J. Seward. "Improving Reference Performance: Results of a Statewide Study." *Library Journal* (1 November 1985): 32-35.
The variables that contribute to good reference performance are behaviors within the individual's control and can be defined and measured. Behaviors include negotiation skills, level of interest, level of comfort, and follow-up questioning.

Grover, Wayne C. "Research Facilities and Materials at the National Archives." *American Political Science Review* 34 (October 1940): 976-83.
Early description of National Archives resources and reference services.

Haar, John M. "The Politics of Information: Libraries & Online Retrieval Systems." *Library Journal* (1 February 1986): 40-43.
Discusses the new power of database vendors to control access to information.

Helsley, Alexia Jones. "The User Survey as a Planning Document." Unpublished report, 1988.
Report on a user study at the South Carolina Department of Archives and History demonstrating the usefulness of such research for shaping administrative decisions.

Hernon, Peter and Charles R. McClure. "Unobtrusive Reference Testing: The 55 Percent Rule." *Library Journal* 111 (15 April 1986): 37-41.
Through use of proxies, the authors found that only 55 percent of all reference questions are answered correctly.

Hilchey, Susan E. and Jitka M. Hurych. "User Satisfaction or User Acceptance? Statistical Evaluation of an Online Reference Service." *RQ* 24 (Summer 1985): 452-59.

Raises serious questions about the usefulness of "satisfaction" as an evaluation concept.

Holbert, Sue. *Archives and Manuscripts: Reference and Access*. Chicago: Society of American Archivists, 1977.

Basic SAA manual on reference service, soon to be updated by SAA fundamentals series volume by Mary Jo Pugh.

Howell, Benita J., Edward B. Reeves and John Van Willigen. "Fleeting Encounters--A Role Analysis of Reference Librarian-Patron Interaction." *RQ* 15 (Winter 1976): 124-29.

Investigates the question negotiation process from anthropological perspective, questioning the value of reference service evaluations that focus on user satisfaction. Concludes that librarians should abandon the passive role of information provider in favor of a more active teaching role. See Reeves for related article.

Ingwersen, Peter. "Search Procedures in the Library--Analysed from the Cognitive Point of View." *Journal of Documentation* 38 (September 1982): 165-91.

Uses protocol analysis to investigate the mental processes at play as librarians and patrons clarify the research questions.

Jennerich, Elaine Z. "Before the Answer: Evaluating the Reference Process." *RQ* 19 (Summer 1980): 360-65.

"One of the worst disservices we have done to ourselves is to continually call reference interviewing an art and to use that as an excuse to dismiss analysis of it."

Jordan, Philip D. "The Scholar and the Archivist." *American Archivist* 31 (1968): 57-65.

A historian's perspective on the historical research process and the services required of archives, especially the value of personal advice.

Joyce, William L. "Archivists and Research Use." *American Archivist* 47 (Spring 1984): 124-33.

Takes a collections-based approach to understanding and promoting use, arguing that archivists should understand and more systematically describe their holdings.

Kesselman, Martin and Sarah Barbara Watstein. "The Measurement of Reference and Information Services." *Journal of Academic Librarianship* 13 (March 1987): 24-30.

A useful review of statistical measurement concepts in a reference library setting. Includes discussion of sample size calculations.

Lederman, Linda Costigan. "Fear of Talking: Which Students in the Academic Library Ask Librarians for Help?" *RQ* 20 (Summer 1981): 382-89.

Answer: all of them, eventually.

Line, Maurice B. "Draft Definitions: Information and Library Needs, Wants, Demands and Uses." In *ASLIB Proceedings.* 26 (1974): 84.

An attempt to sort out complex concepts in simple terms.

Machlup, Fritz. "Uses, Value, and Benefits of Knowledge." *Knowledge: Creation, Diffusion, Utilization* 1 (September 1979): 62-81.

Discusses the futility of attempting to measure the overall uses or benefits of a service.

Maher, William J. "The Use of User Studies." *Midwestern Archivist* 11 (1986): 15-26.

Describes the value of understanding users and use and reports findings of two studies that assess daily use and information-seeking patterns.

Maher, William J. "User Studies and Information Practices of Archival Researchers: Report of a Literature Review and Survey Pre-Test." Unpublished report prepared for the archives of the University of Illinois at Urbana-Champaign, 20 September 1989.

Contains critical assessment of the archival literature on user studies and a critique of a proposed user study questionnaire.

Major Findings, Conclusions and Recommendations of the Researcher and Public Service Component Evaluation Study. Ottawa: Public Archives of Canada, 1985.

Three volume report by consultant firm on the findings and methodology of an agency-wide evaluation of public services.

Marchionini, Gary and Danuta A. Nitecki. "Managing Change: Supporting Users of Automated Systems." *College & Research Libraries* 48 (March 1987): 104-09.

Users respond well to all types of training and so training should focus on generic strategies for information seeking rather than on the functional use of systems.

Markey, Karen. *Online Catalog Use: Results of Surveys and Focus Group Interviews in Several Libraries.* OCLC/OPR/RR-83/3. Dublin, Ohio: Online Computer Library Center, Inc., 1983.

Part of the final report to the Council on Library Resources that investigates the use of online catalogs.

Martin, Rebecca R. "The Paradox of Public Service: Where Do We Draw the Line?" *College & Research Libraries* 51 (January 1990): 20-26.

Argues for aggressively pursuing new sources of support to meet new demands, rather than drawing a line on services.

Maxstadt, John M. "A New Approach to Reference Statistics." *College & Research Libraries News* 49 (February 1988): 85-88.
Discusses sampling strategies for gathering statistics.

Meeting the Government's Technology Challenge: Results of a GAO Symposium. Washington, D.C.: General Accounting Office, 1990.
Report recognizes that service to the public should be the cornerstone of visionary development and use of information technology.

Mick, Colin K., Georg N. Lindsey and Daniel Callahan. "Toward Usable User Studies." *Journal of the American Society for Information Science* 31 (September 1980): 347-56.
A key research article on the proper way to approach a user study.

Miller, Page Putnam. *Developing a Premier National Institution: A Report from the User Community to the National Archives.* Washington, D.C.: National Coordinating Committee for the Promotion of History, 1989.
Calls for greater attention to user needs by the National Archives.

Miller, William. "What's Wrong with Reference: Coping with Success and Failure at the Reference Desk." *American Libraries* 109 (May 1984): 303-06, 321-22.
Calls for better management of the patron load and differential services based on need.

Naismith, Rachael and Joan Stein. "Library Jargon: Student Comprehension of Technical Language Used by Librarians." *College & Research Libraries* 50 (September 1989): 543-52.
Demonstrates that patrons misunderstand library terms about half the time. Presents practical solutions for communicating more clearly.

Newsome, Albert Ray. "The Archivist in American Scholarship." *American Archivist* 2 (October 1939): 217-24.
Argues against restrictionist approach to administration and in favor of giving serious attention to making archives available to users.

Nichols, Roy F. "Alice in Wonderland." *American Archivist* 3 (July 1940): 149-58.
On one level a description of historical resources at the National Archives; on another level a treatise on the complexity of access to these holdings.

Orgren, Carl F. and James Rice. "The Current Trends and Controversies in the Literature of Reference Services and Their Implications for the Practice of Reference Work." *Reference Librarian* 17 (1986): 1-15.
A good review article on the major issues of reference service.

Orr, R. H. "Measuring the Goodness of Library Services: A General Framework for Considering Quantitative Measures." *Journal of Documentation* 29 (1973): 315-32.
Key conceptual piece on how to approach the study of users.

Pierce, Sydney. "In Pursuit of the Possible: Evaluating Reference Services." *Reference Librarian* (1984): 9-21.
Overview of pros and cons of current approaches to reference evaluation.

Powell, Ronald R. *The Relationship of Library User Studies to Performance Measures: A Review of the Literature*. Occasional Paper No. 181. Urbana, IL: University of Illinois Graduate School of Library and Information Science, 1988.
Comprehensive review of user study literature in the United States in relationship to reference service evaluation.

Pugh, Mary Jo. "The Illusion of Omniscience: Subject Access and the Reference Archivist." *American Archivist* 45 (Winter 1982): 33-44.
Calls for understanding of users and use as a foundation for enhanced subject access.

Reeves, Edward B., Benita J. Howell and John Van Willigen. "Before the Looking-Glass: A Method to Obtain Self-Evaluation of Roles in a Library Reference Service." *RQ* 17 (Fall 1977): 25-32.
Uses semantic differential technique to investigate how patrons and reference librarians view their roles in the reference interview. See Howell for related article.

Repo, Aatto J. "On the Value of Information from the Information User's Point of View." In *Intelligent Information Systems for the Information Society*. Edited by Bertram C. Brooks. Amsterdam: North-Holland, 1986.
Demonstrates the difficulty of placing a value on information.

Rhoads, James B. "Genealogists and the National Archives: Profile of a Partnership." *National Genealogical Society Quarterly* 59 (June 1971): 83-88.
Describes service opportunities for genealogists and local historians.

Roberts, Norman. "Draft Definitions: Information and Library Needs, Wants, Demands and Uses: A Comment." *ASLIB Proceedings* 27 (July 1975): 308-13.
A follow-up on Line's proposed definitions. Borrows liberally from Orr without attribution.

Rouse, William B. and Nancy M. Morris. "Understanding and Enhancing User Acceptance of Computer Technology." *IEEE Transactions on Systems, Man, and Cybernetics*, SMC-16 (November/December 1986): 965-73.
Argues that individuals' acceptance of automation is heavily influenced by their perceptions of the impact of systems on their discretion in performing their jobs.

Rudd, Mary Jo and Joel Rudd. "The Impact of the Information Explosion on Library Users: Overload or Opportunity?" *Journal of Academic Librarianship* 12 (November 1986): 304-07.
Postulates that users rarely experience information overload because of a series of built-in avoidance behaviors.

Sack, John R. "Open Systems for Open Minds: Building the Library without Walls." *College & Research Libraries* 47 (November 1986): 535-44.
Innovative concept that places the user at the center of the information-seeking process.

Saffady, William. "Reference Service to Researchers in Archives." *RQ* 14 (Winter 1974): 139-44.
Traditional view of reference service.

Saracevic, Tefko, Paul Kanter, Alice Y. Chamis and Donna Trivison. "A Study of Information Seeking and Retrieving." *Journal of the American Society for Information Science* 39 (May 1988): 161-76.
Series of experiments investigating the user context of questions, the structure of questions, cognitive traits of users, and multiple searches on the same question.

Schwartz, Diane G. and Dottie Eakin. "Reference Service Standards, Performance Criteria, and Evaluation." *Journal of Academic Librarianship* 12 (March 1986): 4-8.
Systematic attempt to work through measurable standards of performance for reference service along with a peer-review evaluation system.

Shipton, Clifford K. "The Reference Use of Archives." In *University Archives: Papers presented at an Institute Conducted by the University of Illinois Graduate School of Library Science.* Edited by Rolland E. Stevens. Champaign, IL: The Illini Union Bookstore, 1964.
Traditional view of reference service.

Stam, Deirdre Corcoran. "How Art Historians Look for Information." *Art Documentation* 3 (Winter 1984): 117-19.
Summary of the author's dissertation on the subject.

Stam, Deirdre Corcoran. "Remembrance of Things Past--Mental Processes of the Art Reference Librarian." *Art Documentation* 4 (Winter 1985): 139-41.
A very innovative approach to reference service that acknowledges that the structure of information is as important as the content.

Stieg, Margaret F. "The Information Needs of Historians." *College & Research Libraries* 42 (November 1981): 549-60.
Ground-breaking study of historical research methods in library settings.

Swanson, Don R. "Libraries and the Growth of Knowledge." *Library Quarterly* 49 (1979): 3-25.
Argues that problem-oriented access to information should be the central concern of librarianship. Researchers have a trial-and-error relationship with librarians.

Tatem, Jill. "Beyond USMARC AMC: The Context of a Data Exchange Format." *Midwestern Archivist* 14 (1989): 39-47.
Discusses obstacles to end-user access to archival collections in the current bibliographic environment.

Taylor, Hugh A. *Archival Services and the Concept of the User: A RAMP Study*. PGI-84/WS/5. Paris: UNESCO, 1984.
Think piece on the nature of archival information and use.

·Taylor, Robert S. "Question Negotiation and Information Seeking in Libraries." *College & Research Libraries* 29 (1968): 178-94.
Classic research article that demonstrates the importance of probing for the true research question.

Taylor, Robert S. *Value-Added Processes in Information Systems*. Norwood, N.J.: Ablex Publishing, 1986.
Key treatise defining what information systems should do.

Tissing, Robert W. "The Orientation Interview in Archival Research." *American Archivist* 47 (Spring 1984): 173-78.
Proposes a framework for administering the orientation interview.

Turnbaugh, Roy C. "Archival Mission and User Studies." *Midwestern Archivist* 11 (1986): 27-33.
Postulates that the key value of user studies is to broaden the definition of use to include all areas of archival administration.

Von Seggern, Marilyn. "Assessment of Reference Services." *RQ* 26 (Summer 1987): 487-96.
Annotated bibliography on the evaluation of reference services.

White, Herbert S. "Pseudo-libraries and Semi-teachers." *American Libraries* (February 1990): 103-06, 262-66.
On the importance of defining a mission.

White, Herbert S. "The Use and Misuse of Library User Studies." *Library Journal* (December 1985): 70-71.
Hard-hitting critique of self-serving user studies.

Wiberley, Stephen E. and William G. Jones. "Patterns of Information Seeking in the Humanities." *College & Research Libraries* 50 (November 1989): 638-45.
Examines how a small group of humanities research scholars finds out that appropriate sources exist.

Wilson, Kathryn B. and Joanne Eustis. "The Impact of User Frustration on Humanities Research." *College & Research Libraries* 42 (July 1981): 361-65.
Documents frustration with access services and links it to expectations.

Wilson, T. D. "On User Studies and Information Needs." *Journal of Documentation* 37 (March 1981): 3-15.
Definitions of key concepts and a motivation theory for information-seeking behavior.

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ALIC NOTES
Issue 15
October-December 1991

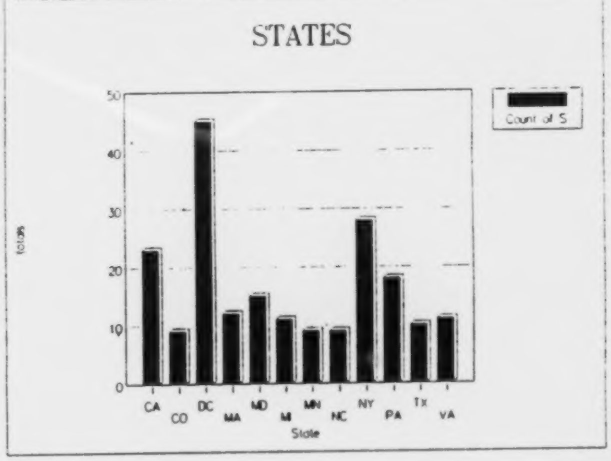
Issue 15 of the ALIC newsletter includes two specialized reading lists and the annual listing of periodicals received in the National Archives Library. The bibliographies are on the topics of barcoding and moving institutional holdings. Both are subjects of interest to NARA staff members preparing for the big move to Archives II in the Fall of 1993.

The title index to the barcode bibliography demonstrates the current confusion in spelling certain automation terms: bar code, bar-code and barcode are all represented in the title list. In the ALIC newsletter and in ALIC's indexing, we have adopted the practice of using frequently-combined terms as one word when possible, e.g., barcode, database, online. We are pleased to see that Gaylord Information Systems has adopted the same terms in their new pamphlet, **Library Automation Style Guide**. In order to present a consistent image in its publications, Gaylord developed this valuable reference tool limited to specific terms and names often used in the information automation industry. The guide is based on the general rules of the **Chicago Style Manual**. If you want to adopt standards in spelling automation terms, complimentary copies of Gaylord's automation style guide are available from the Gaylord Information Systems, P.O. Box 4901, Syracuse, NY 13221 (1-800-962-9580).

ALIC survey results

In the last issue of ALIC Notes, we announced that 318 surveys had been returned, representing over 70% of the ALIC mailing list at the time of survey. In this issue we are reporting on the geographic and professional attributes of 337 respondents, including new respondents who have requested they be added to ALIC's mailing list since the formal survey.

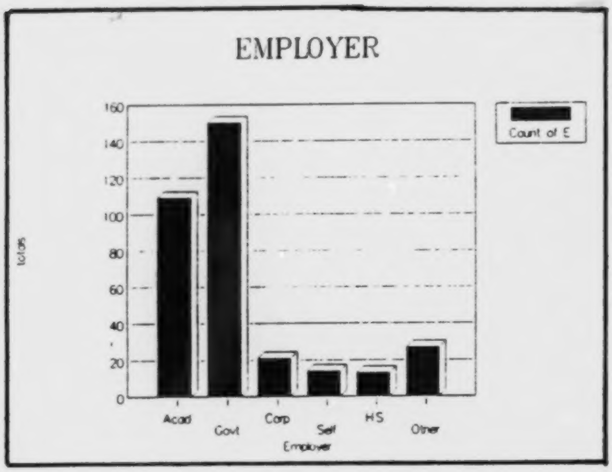
Geographic attributes. ALIC mailings are sent to a number of foreign countries plus all fifty states, the District of Columbia, and American Samoa. The graph to the right offers a ranking of the state-level entities with nine or more names on the ALIC mailing list. Eleven states (California, Colorado, Massachusetts, Maryland, Michigan, Minnesota, New York, North Carolina, Pennsylvania, Texas, Virginia) and the District of Columbia include nearly 60% of the ALIC respondents. Albany, Atlanta, Denver, New York City, Philadelphia, Pittsburgh, St. Paul, and San Francisco are the only cities in the United States with five or more names on our mailing list.



Employment information. Asked their appropriate parent organization, 45% of the respondents (150 out of 337) indicated that they were employed by government entities. Half of the government employees work for state institutions, nearly a third for the federal government, and the rest work for local or foreign governments.

One-third of the survey respondents, as shown in the graph on this page, noted that they are connected to academic institutions. Sixty percent of these are employed at state universities and colleges. Nearly ten percent of the group work for private institutions of higher learning while the rest are with consortium-type organizations or foreign academic institutions.

The rest of the survey respondents reported varying organizational affiliations including corporations, historical societies, labor unions, international and professional organizations, religious groups, research libraries, and museums. Finally, fourteen of the respondents indicated that they are self-employed.



Fifty-three percent of the respondents reported that their administrative unit is concerned with archives and/or records management with four out of five listing archives as the most appropriate unit. The next most-frequently listed administrative unit was libraries; 18% of all respondents reported that they work in a library setting. Another 11% reported that they are affiliated with manuscripts or special collections. Twenty-four respondents, or 7% of the total, indicated that they are involved in graduate education.

In response to a query about the actual function performed by the survey respondents, 67% listed some form of administration or management as their principal work assignment. The largest number of this group, 43% of the respondents, listed archival administration as their function; the others listed library administration, collection management, records management, or general management as their primary responsibility. Other functions listed included preservation, reference-research, newsletter production and teaching. Fifteen respondents, 4% of the survey, listed themselves as consultants.

At the time of the survey, we also asked our readers to rank the usefulness of our publications, to make suggestions for future bibliography topics, and to make open-ended comments on ALIC services. In the next issue of ALIC NOTES, we will discuss our users' evaluation of ALIC's information services.

ALIC NOTES is a means of sharing information about archival activities and publications with members of the archival community. The acquisitions lists and the subject bibliographies reflect the ALIC databases' holdings of all archival and records management literature. The completeness of ALIC's coverage depends on the members of the archival community - please help us by sending ALIC your publications and by alerting us to other items appropriate to our interest.

The response to our past requests for material to be included in the professional community's own information resource - the ALIC database - has been phenomenal. We appreciate the cooperation of all of the individuals, organizations and institutions who have been so generous to ALIC.

Please make your requests and send your publications to:

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FEBRUARY 1992
COMPILED BY: LIDA HOLLAND CHURCHVILLE
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AABC Newsletter (Archives Association of British Columbia)
AB Bookman's Weekly
Academic and Library Computing
Access Reports/FOI Newsletter
ACLS Newsletter (American Council of Learned Societies)
Advanced Technology Libraries
Agricultural History
Agricultural Libraries Information Notes
Air University Library Index to Military Periodicals
Air University Review
ALA Washington Newsletter (American Library Association)
ALA: Organo de Comunicacion de la Asociacion Latinoamericano de Archivos
ALCTS Newsletter (Association for Library Collections and Technical Services)
Alkaline Paper Advocate
American Antiquarian Society Proceedings
American Archivist
American Genealogist
American Heritage
American Historical Review
American History Illustrated
American Indian Quarterly
American Jewish Archives
American Jewish History
American Libraries
American Neptune
American Scholar
Américas
Annotation: The Newsletter of the National Historical Publications and Records Commission
ARBIDO-B (Switzerland)
ARBIDO-R (Switzerland)
Archifacts (New Zealand)
Archivar (Germany)
Archivaria (Canada)
Archives and Manuscripts (Australia)
Archives and Museum Informatics
Archives of American Art Journal
Archives of Appalachia Newsletter
Archives: Revue de l'Association des Archivistes du Quebec
Archives: The Journal of the British Records Association
Archivist/L'Archiviste (Canada)
Archivists (Tennessee Archivists)
Archivmitteilungen (Germany)
Archivní Casopis (Czechoslovakia)
Archivum (International Council on Archives)
Arhiviski V'Jesnik (Yugoslavia)
Arizona History
Arkansas Historical Quarterly
Arkiv (Denmark)
Armed Forces and Society
Armor

Army History: The Professional Journal of Army History
ASI Newsletter (American Society of Indexers)
Assembly (West Point Military Academy)
Atlanta History: A Journal of Georgia and the South
Benchmark: A Quarterly Magazine for Xerox Customers
Bibliografia Espanola (Spain)
Boletín de Información (Spain)
Book Review Digest
British Library OIOC Newsletter
Bulletin of the American Society for Information Science
Bulletin of the Kentucky Historical Society
Business History Review
California Chronicle
California History
Canadian Historical Review
Canadian Journal of Information Science
Carolina Comments (North Carolina Historical Society)
Carologue (South Carolina Historical Society)
Case Trends
Catholic Archives Newsletter
Center for the History of Physics Newsletter
Chicago History
Choice
Christian County (Illinois) Genealogical Society Quarterly
Chronicle (Center for the Study of the History of Nursing, School of Nursing, University of Pennsylvania)
Chronicle of Higher Education
Chronicles of Oklahoma
CIS Index to Publications of the United States Congress
Civil War History
Civil War Times Illustrated
College & Research Libraries
College & Research Libraries News
Colorado Archivist
Columns: Newsletter of the State Historical Society of Wisconsin
Commission on Preservation and Access Newsletter
Computers and the Humanities
Computers in Libraries
Conference of Inter-Mountain Archivists Newsletter
Congressional Quarterly Weekly Report
Conservazione (Italy)
Contingency Journal
Court Historian
CSL Bulletin (National Institute of Standards)
Cumulative Book Index
Current Biography
Database
Daughters of the American Revolution Magazine
Delaware History
Delaware Local Records Bulletin
Diplomatic History
Disaster Recovery
Discovery (White House Conference on Libraries and Information Services)
Dispatch From the Illinois State Historical Society

Documentary Editing
Documentary Heritage Program Newsletter
Documentation Newsletter
Dusty Shelf (Kansas City Area Archivists)
Easy Access: The Newsletter of the Northwest Archivists
Essex Institute Historical Collections
Essex Institute Newsletter
Extensions (A Publication of the Carl Albert Congressional Research and Studies Center)
Fairfax Genealogical Society Newsletter
Federal Times
Federalist: Newsletter of the Society for History in the Federal Government
Fedlink Technical Notes
Filson Club Historical Quarterly
FLICC Newsletter (Federal Library and Information Center)
Focus on Research: Notes on Resources in the Gerald R. Ford Library
FOIA Update
For the Record: News About Delaware's Records Management Program
For the Record: Newsletter of the New York State Archives and Records Administration and the New York State Historical Records Advisory Board
Foreign Affairs
Forest and Conservation History
Fortitudine: Bulletin of the Marine Cops Historical Program
Foundation News
From Nine to Five
Frontlines (An occasional report of NARA activities and events commemorating the 50th anniversary of WWII)
FYI/IM (Association for Information and Image Management)
Gateway Heritage
Genealogical Helper
Georgia Historical Quarterly
Gerald R. Ford Foundation Newsletter
German Historical Institute Bulletin (Washington, D.C.)
GHS Footnotes (Georgia Historical Society)
Government Information Quarterly
Government Publications Review
Government Records Bulletin
Government Records News
Great Plains Quarterly
Hagley Museum and Library Newsletter
Headquarters Heliogram
Hispanic American Historical Review
The Historian
Historical Methods Newsletter
Historical New Hampshire
Historical Newsletter
Historical Perspectives
Historical Society of Delaware Newsletter
History News (AASLH)
History News Dispatch (AASLH)
History Notes (South Dakota State Historical Society)
History Notes (Virginia Historical Society)
History Teacher
Humanities
Idaho Yesterdays

Illinois Historical Journal
Indexer [new subscription]
Indian Archives (India)
Indiana Magazine of History
Inform
Information Development: The International Journal for Librarians, Archivists, and Information Specialists
Information Retrieval & Library Automation
Information Technology and Libraries
International Council on Archives Bulletin
International History Review
Italian Journal
Janus (International Council on Archives)
Journal of American Ethnic History
Journal of American History
Journal of Arizona History
Journal of Interdisciplinary History
Journal of Military History
Journal of Modern History
Journal of Negro History
Journal of Social History
Journal of Southern History
Journal of the American Society for Information Science
Journal of the Early Republic
Journal of the Society of Archivists (Great Britain)
Journal of the Southwest
Kansas History
Kansas State Historical Society Mirror
Kentucky Ancestors
Keynote: Newsletter of the Kentucky Department for Libraries and Archives
Labor History
Labor's Heritage
Libraries and Culture
Library and Archival Security
Library Hi Tech
Library Hi Tech News
Library Issues
Library Journal
Library Literature
Library of Congress Information Bulletin
Library Quarterly
Library Resources & Technical Services
Library Technology Reports
Line Upon Line: Newsletter of the Genealogical Club of the Montgomery Historical Society
LITA Newsletter (Library and Information Technology Association)
Louisiana Archives and Manuscripts Association Newsletter
M.H.S. Miscellany (Massachusetts Historical Society)
MAC Newsletter (Midwest Archives Conference)
Maine Genealogical Society Newsletter
Maine Genealogist
Manuscript Society News
Manuscripts
Maryland Historian
Michigan Alliance for the Conservation of Cultural History

Michigan Oral History Council Newsletter
Microform Review
Mid-Atlantic Archivist
Midwestern Archivist
Minnesota History
Minnesota History News
Missouri Historical Review
Mistletoe Leaves (Oklahoma State Historical Society)
Mitteilungen Dokumentationsarchiv des Osterreichischen Widerstandes (Austria)
Montana Post
Montana: Magazine of Western History
Monthly Catalog of US Government Publications
Mountain Light (Idaho State Historical Society)
Muse News
Museum
Museum Archivist
NAGARA Clearinghouse
NARA Library News
National Genealogical Society Quarterly
Navigator
NDC Newsletter (National Documentation Center, Pakistan)
Nebraska History
New Archivist
New Baltimore Historical Society Newsletter
New England Archivists Newsletter
New Hampshire Historical Society Newsletter
New Jersey Historical Commission Newsletter
New Jersey History
New Leader
New Mexico Historical Review
New York History
Newsletter (Archives of Labor and Urban Affairs)
Newsletter for COPAR (Committee for Preservation of Architectural Records)
Newsletter of the American Antiquarian Society
Newsline (NTIS)
NGS Newsletter (National Genealogical Society)
NIDS US Newsletter (National Inventory of Documentary Sources)
Nordisk Arkivnyt (Sweden)
North Carolina Archivist
North Carolina Historical Review
North Dakota Quarterly
Northwestern Ohio Genealogical Society Newsletter
Notes: New York City Department of Records Information Services
OAH Magazine of History
OAH Newsletter
OCLC Micro
OCLC Newsletter
Office
Online
Online Review
Operations Update
Oregon Historical Quarterly
Oregon Historical Society News
Pacific Historical Review

Pacific Northwest Quarterly
Pacific Science
Palmer School Annotations (Palmer School of Library and Information Science)
Parameters: US Army War College Quarterly
Past Times: Newsletter of the Chicago Historical Society
Pennsylvania Magazine of History and Biography
Periodical: Journal of the Council on America's Military Past
Perspectives: AHA Newsletter
Pioneer Branches
Pioneer Trails
Political Science Quarterly
Practical Historian
Presidential Studies Quarterly
Proceedings (US Naval Institute)
Prologue, Journal of the National Archives
Provenance
Public Historian
Public History News
Publishers Weekly
Queen City Heritage
Rare Books and Manuscript Librarianship
RASD Update (Reference and Adult Services Division of the American Library Association)
Rassegna Degli Archivi Di Stato (Italy)
Reader's Guide to Periodical Literature
Recordfacts Update
Records & Retrieval Report
Records Management Quarterly
Register of the Kentucky Historical Society
Research Libraries Group News
Resources
Reviews in American History
Revista Arhivelor (Rumania)
Rhode Island History [publication delayed]
Rockefeller Archives Newsletter
Root Users of Arlington Va. Newsletter
RQ (Reference Quarterly)
SAA Newsletter
Sam Rayburn Library Newsletter
Saskatchewan History
SCA Newsletter (Society of California Archivists)
Scholarly Publishing
Seneca Searchers
Serials Librarian
SGA Newsletter (Society of Georgia Archivists)
SIA Newsletter (Society of Indiana Archivists)
Siden Saxo (Denmark)
Social Science Quarterly
South Carolina Historical Magazine
South Dakota History
Southern Echoes
Southwestern Archivist
Sovetskie Arkhivy (USSR)
Special Collections (Special Collections Department, Penn State University Libraries)
Special Libraries

SpeciaList
St. Louis Genealogical Society Quarterly
State Department Bulletin
Technical Services Quarterly
Technology and Culture
Theakiki (Kankakee Valley Genealogical Society)
Tracer (Ohio Genealogical Society, Cuyahoga West Chapter)
Tulsa Annals
Unisist Newsletter
Utah Historical Quarterly
Utah State Historical Society Newsletter
Vermont History
Vermont History News
Virginia Magazine of History and Biography
Warren County (Iowa) Genealogical Society Newsletter
Washington History
Western Historical Quarterly
Whistle Stop: Harry S. Truman Institute Newsletter
William and Mary Quarterly
Wilson Library Bulletin
Wilson Quarterly
Wisconsin Magazine of History
WRLC Newsletter (Washington Research Library Consortium)

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ALIC NOTES
Issues 16 and 17
September 1992

In this mailing, ALIC is distributing the most recent edition of the "List of acquisitions of archives and records management literature in the National Archives Library", covering October 1, 1991 to June 30, 1992. Also included in this package is a selective bibliography on topics of current interest to archives and other information services: marketing, fees, and volunteers.

New publications

ALIC has recently received its first copy of a new journal bound to be of interest to archivists all over the world. Issue 1 of the **Cold War International History Project Bulletin**, dated Spring 1992, initiates this publication of the Cold War International History Project (CWIHP), established at the Woodrow Wilson International Center for Scholars in Washington, DC in late 1991 with the help of a three-year grant from the John D. and Catherine T. MacArthur Foundation. The project seeks to disseminate information and perspectives on the history of the Cold War emerging from previously inaccessible sources. It supports the full and prompt release of historical materials by governments on all sides of the Cold War, and aims to accelerate the process of integrating new sources, materials and perspectives from the former Communist bloc with Western Cold War scholarship. It also seeks to transcend barriers of language, geography, and regional specialization to create new links among scholars interested in Cold War history.

The first issue of the **Cold War International History Project Bulletin** features an article, "Soviet archives: the opening door", by James G. Hershberg, coordinator of the Project and the editor of the Bulletin. Other articles include "Report from Eastern Europe", "The Havana Conference on the Cuban Missile Crisis", and "New Chinese sources on the history of the Cold War".

As part of their publications program, CWIHP is disseminating information on the history of the Cold War in their series of Working Papers designed to provide a speedy publications outlet for historians associated with the project who have gained access to newly-available archives and sources and would like to share their results. CWIHP is especially interested in publishing materials by scholars from the Soviet Union, China, Eastern and Central Europe who have done research in their countries' archives and wish to introduce their findings to a Western audience. The first three of these periodic Working Papers are listed below:

Chen, Jian. **The Sino-Soviet Alliance and China's entry into the Korean War**. Working Paper No. 1. Washington: Woodrow Wilson Center; [1991].
34 pp.

Simmons, P.J. **Archival research on the Cold War era: a report from Budapest, Prague and Warsaw**. Working Paper No. 2. Washington: Woodrow Wilson Center; May 1992. 103 pp.

Richter, James. **Reexamining Soviet policy towards Germany during the Beria interregnum**. Working Paper No. 3. Washington: Woodrow Wilson Center; June 1992. 27 pp.

The Cold War International History Project also has a grant program whereby it awards fellowships to young historians of the Cold War from the former Communist bloc to study in the United States and to work in U.S. archives. These young scholars are based at George Washington University's Institute for European, Russian and Eurasian Studies. The first round of grants have been awarded to Vladimir Batyuk, Institute for the Study of the USA and Canada (Moscow); Chen Xialou, Beijing Institute of International Strategic Studies; Csaba Bekes, Institute for the History of the 1956 Hungarian Revolution (Budapest); Ilia Gaiduk, Institute of General History (Moscow); Petr Mares, Charles University (Prague); and Niu Dayong, Beijing University.

CWIHP has sponsored workshops on Chinese foreign policy at Michigan State University in November, 1991 and on Soviet archival sources at the Institute of General History in Moscow in January 1992. The Project is exploring ideas for future conferences, including a proposed meeting in Moscow in cooperation with the Storage Center for Contemporary Documentation, which contains the files of the Soviet Communist Party Central Committee, and with the Russian Academy of Sciences.

Archivists interested in receiving copies of the **Bulletin** or the **Working Papers** may contact:

Jim Hershberg, Coordinator
Cold War International History Project
Woodrow Wilson International Center for Scholars
1000 Jefferson Drive, S.W.
Washington, DC 20560
Telephone (202) 357-2967

Starting an archives

The Society of Indiana Archivists is distributing their new six-sided informational brochure entitled **From attic to archives: first steps to setting up your archives.** This handy guide to starting up a new archives is available from the Society's headquarters c/o Indiana Historical Bureau, 140 North Senate, Indianapolis, IN 46204.

The American Center for Physics

The American Institute of Physics, including its Center for History of Physics and Niels Bohr Library, will move from New York City to Riverdale, Maryland, a location within walking distance of the College Park subway stop and less than five miles from the Archives II site. Construction of the 120,000 square foot building will start this September with the final move expected to take place before the end of 1993. A new road is being built to allow access from Kenilworth Avenue to the 24-acre site near the University of Maryland campus.

Although the new American Center for Physics will house not only the American Institute of Physics (AIP) but also offices of Member Societies including the American Physical Society and the American Association of Physics Teachers, the featured architectural element will be the Niels Bohr Library. The new library will more than double the present space for both books and archival materials, as well as offer new research and reading areas. The Niels Bohr Library, covering the fields of physics, astronomy, geophysics, optics, as well as numerous allied subjects, welcomes inquiries from scholars inquiring about the location and contents of collections of historical source materials in the Library and elsewhere around the world. In addition to maintaining some 800 finding aids with detailed information on science holdings at many American and foreign archives, the Library is in the process of compiling a computerized database including the International Catalog of Sources for the History of Physics and Allied Sciences, as well as AIP's own extensive collections.

The goal of the American Center for History of Physics is to preserve and make known the history of physics and to help people, now and in future generations, to understand how modern science is carried out as a human enterprise. In pursuit of that goal AIP initiated in 1989 a long-term study of multi-institutional collaborations. Phase I, a study of high-energy physics research completed in 1991, focussed on structured interviews covering all stages of the collaborative process, as well as archival issues and recordskeeping practices. Both Phase I and Phase II (on collaborations in space science and geophysics) have been funded by the National Historical Publications and Records Commission (NHPRC), the National Science Foundation, and the Andrew W. Mellon Foundation.

AIP has a grants-in-aid program for direct reimbursement of actual research expenses up to $2000 each. Preference is given to those who need funds for travel and subsistence to use the Niels Bohr Library, or to microfilm papers or to tape-record oral history interviews with a copy deposited in the Library. With the relocation of many of NARA's records relating to the history of American science and technology to the new Archives II facilities in College Park, Maryland, these scholars will find the area rich in resources.

Next issue

The next issue of ALIC Notes will list recently received meeting reports from NARA official representatives to international and standards-setting organizations; it will also feature a report on the second part of the 1991 survey of everyone on the ALIC mailing list at that time. We will discuss our readers' evaluation of the usefulness of our publications and their suggestions for future bibliographies.

Contributions to ALIC

***ALIC NOTES** is a means of sharing information about archival activities and publications with the rest of the archival community. However, the acquisitions lists and the subject bibliographies reflect the ALIC databases' holdings of all archival and records management literature. The completeness of ALIC's coverage depends on the members of the archival community - please help us by sending ALIC your publications and by alerting us to other items appropriate to our interest.*

The response to our past requests for material to be included in the professional community's own information resource - the ALIC database - has been phenomenal. We appreciate the cooperation of all of the individuals, organizations and institutions who have been so generous to ALIC. We hope that including information about your publications in our accessions lists and subject bibliographies will add to the distribution of your products.

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ARCHIVES LIBRARY INFORMATION CENTER ACQUISITIONS

ALIC ACQUISITIONS LIST
Covering the period
October 1, 1991 to June 30, 1992

Volume 1992 (1-2), Issues 16-17
SEPTEMBER 1992

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MARKETING, FEES, AND VOLUNTEERS
A selective bibliography

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SEPTEMBER 1992

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